**HEAD OF FRENCH**

**JOB DESCRIPTION**

**In addition to the ‘Subject Teacher’ job description attached, the specific responsibilities of the Head of Department include:**

## Management of their subject

* Ensuring consistency and continuity within the curriculum for their subject. (Reception – Y8).
* The continual reviewing of the department’s schemes of work and policy documentation.
* Monitoring and developing the programmes of study which are appropriate to the differentiated needs of children in each age group.
* Ensuring there is adequate transfer information when boys move from year to year.
* Organising regular departmental meetings.
* In conjunction with the Deputy Head (Academic), overseeing the department’s record-keeping as well as the setting and marking of internal exams and the writing of reports and other assessments.
* Analysing pupil performance throughout the year and internal and external exams (and other forms of assessment) to identify strengths and weaknesses and acting upon that information.
* Ensuring the proper preparation of Common Entrance candidates (where appropriate) and academic scholars.
* Liaising closely with the SENCo to ensure children with learning difficulties are identified and supported both in and out of mainstream lessons.

## Staff

* Ensuring each member of the department share an understanding of what constitutes effective teaching and that it is implemented.
* Supporting other members of the department in developing a range of teaching styles and techniques.
* Formally appraising members of their department following the procedures outlined in the Staff Handbook. Intra-departmental observation should also be encouraged.
* Providing members of the department with information on suitable training courses.
* Assisting the Deputy Head (Academic) in the deployment of teachers with in the department.
* Assisting the Headmaster and the SMT in the recruitment, selection and induction of departmental staff.

## Other responsibilities

* Communicating with parents, governors, feeder/senior schools and other groups or individuals on departmental matters.
* Reporting annually to the Headmaster and Governors, through the Deputy Head (Academic), on the work of their Department.
* Submitting an annually updated development plan.
* Overseeing and developing all the department’s educational resources and managing the budget.
* Taking responsibility for any areas of the school website relating to the department;
* Taking responsibility for all departmental Risk Assessment and Health and Safety issues.
* Liaising effectively with other Heads of Department.

Moulsford is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Offers of appointment are subject to the completion of pre-employment checks including an Enhanced DBS check and satisfactory references.

February 2018